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A G R E E M E N T

between

City of Burlington Education Association

and

Burlington City Board of Education

For Terms and Conditions of Employment

July 1, 1990 to June 30, 1993

This Agreement entered into by and between the Board of Education of the City of Burlington, New Jersey, hereinafter called the "Board," and the City of Burlington Education Association, hereinafter called the "Association."

WITNESSETH

The Board of Education of the City of Burlington, New Jersey, and the City of Burlington Education Association, recognize that education is a public trust and are dedicated to providing the best possible educational opportunities for the children of this community. This objective may be best attained if there is a climate of mutual trust and understanding between the parties.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

NOW, THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

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ARTICLE I
RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for non-supervisory certificated personnel, and secretarial and clerical employees excluding superintendent, board secretary /business manager, principals, vice-principals, chairman of child study team, director of state and federal programs, confidential secretaries and director of athletics.
- B. Unless otherwise indicated, the term "unit member", when used hereinafter in this Agreement, shall refer to all non-supervisory professional employees and secretarial and clerical employees represented by the Association in the negotiating unit as defined above, and references to male unit members shall include female unit members.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree that, according to the provisions of Chapter 123, Public Laws of 1974, their representatives shall begin, in accordance with PERC guidelines, to meet at reasonable times, and negotiate in good faith, to complete a successor agreement.
- B. This Agreement shall not be modified, in whole or in part, by parties, except by an instrument, in writing, duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Any individual member or members shall have the right to appeal the application of policies and administrative decisions, affecting him, through administration channels. With respect to his grievances, he shall be assured freedom from restraints, interference, coercion, discrimination, or reprisal, in presenting his appeal.

B. DEFINITION OF TERMS

1. GRIEVANCE. A claim based upon an event or condition which affects the welfare or working conditions of a unit member or group of unit members, which is contrary to this Agreement, established policy, or administrative decisions, governing or affecting employees.
2. AN AGGRIEVED PERSON. The person or persons making the claim.

C. PROCEDURE

Step 1. Any employee (or employees), who has/have a complaint shall discuss it first with his/her appropriate supervisor, department chairperson, or principal, in an attempt to resolve the matter, informally, at that level.

Step 2. If, as a result of the discussion/s, the matter is not resolved to the satisfaction the unit member/s, he/she shall set forth his/her grievance, in writing, to the principal/supervisor within thirty (30) calendar days of the event giving rise to the grievance or when he/she reasonably could have known of the event.

The principal/supervisor shall communicate his decision to the unit member/s, in writing, along with supportive reasons, within five (5) school days of receipt of the written grievance.

Step 3. Unit member/s may appeal the principal's decision to the superintendent of schools within five (5) school days of receipt. The appeal to the superintendent must be made in writing, and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and, upon request, with the unit member/s or principal separately. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days of the receipt of the written grievance. The superintendent shall communicate his decision, in writing, along with supporting reasons, to the unit member/s and the principal.

- Step 4. If the grievance is not resolved to the unit member/s satisfaction, he may request a review by the Board of Education. The request shall be submitted, in writing, within ten (10) school days, through the superintendent of schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a conference with the employee, if requested, and render a decision, in writing, along with supporting reasons, within thirty (30) calendar days of receipt of the written grievance.
- Step 5. If the unit member/s is not satisfied with the disposition of his/her grievance, at Step 4, or if no decision has been rendered within thirty (30) calendar days after written receipt of the written grievance by the Board, whichever is sooner, the aggrieved unit member/s may seek binding arbitration, on grievances dealing with the interpretation, application, or violation of the express terms of the contract, through the American Arbitration Association, in accordance with its rules and regulations.
- Step 6. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits, set forth herein, shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is practicable.

D. RIGHTS TO REPRESENTATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a unit member/s is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E. MISCELLANEOUS

1. If, in the judgement of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance, in writing, directly to the superintendent of schools and the processing of such grievance shall be commenced at Step 3. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All documents, communications, and records, dealing with the processing of a grievance, shall be filed in a separate grievance file.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared, jointly, by the superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
4. All meetings and hearings, under this procedure, shall not be conducted in public and shall include only such parties in interest, and their designated or selected representatives, previously referred to in this Article.

F. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances:

1. The failure, or refusal, of the Board to renew a contract of a non-tenure employee;
2. In matters where a method of review is prescribed by law, or by ruling of the state commissioner of education, or the state board of education.
3. In matters involving the sole discretion of the Board.
4. The appointment to or lack of appointment to a position for which tenure is either not possible or not required.

ARTICLE IV

ASSOCIATION-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee, for each school building, which may meet with the principal at least once a month, for the duration of the school year, to review and discuss local school problems and practices and to play an active role in the revision or development of building policies.
- B. A maximum of six (6) Association representatives may meet with the superintendent and his designees, at least once a month during the school year (unless cancelled by mutual agreement) to review and discuss current school problems and practices and the administration of this Agreement.
 - 1. During the course of each school year, the Burlington City Board of Education and representatives of the City of Burlington Education Association shall meet to discuss items of mutual concern. The chairman of the group shall be the superintendent of schools. The purpose of such discussion may be as follows:
 - a. Evaluate problems and topics presented for discussion.
 - b. Gather facts for a complete understanding of problems and other matters of concern.
 - c. Discuss and attempt to arrive at a solution to problems for Board of Education consideration.
 - d. Make recommendations to their own body.
 - 2. The agenda shall be prepared jointly by the president of the City of Burlington Education Association and the superintendent of schools. Matters involving personalities shall not be discussed. Consultants, or others who may be invited to a meeting, shall come only with the pre-knowledge and consent of both parties.
 - 3. Other meetings may be convened at the request of the City of Burlington Education Association, the superintendent and/or the Burlington City Board of Education, to discuss items of mutual concern.

ARTICLE V

UNIT MEMBER/S RIGHTS AND RESPONSIBILITIES

- A. The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce, any unit member in the employment of any rights conferred by law.
- B. Nothing contained herein shall be construed to deny, or restrict, to any unit member, such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No unit member/s shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- D. If a unit member/s is expressly required to appear before the superintendent of schools, then such unit member/s may be accompanied by one representative at such meeting. It is the obligation of the unit member/s to expressly make this determination. The superintendent shall provide the unit member/s with reasonable advance notice, in writing, with reasons for any meeting of an investigatory or disciplinary nature.
- E. All teachers in the elementary schools shall have a duty-free lunch period of fifty (50) minutes per day. All teachers in the middle school shall have a fifty (50) minute duty-free lunch daily except they may be assigned lunch supervision one (1) week out of every six (6) weeks. The high school teachers will follow the current practice as pertains to lunch duty, i.e., a restoration to the procedure followed in 1982-83.

ARTICLE VI
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district, or any other pertinent information.
- B. The Association and its representatives shall have the right to use school buildings, at reasonable hours, for meetings. Permission shall be obtained from the superintendent, in advance of the time and place of all such meetings.
- C. The Association shall have the right to use the inter-school mail facilities and school mail boxes, when necessary.
- D. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the unit members, and to no other organizations.

ARTICLE VII
PERSONAL LIFE AND PROFESSIONAL RESPONSIBILITIES

- A. The personal life of a unit member is not an appropriate concern for the attention of the Board, except as it may directly, or indirectly, prevent the unit member from performing, properly, his/her assigned functions during the workday.
- B. Unit members shall be entitled to full rights of citizenship and no religious or political activities, of any unit member, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member, providing said activities do not violate any local, state, or federal law.
- C. The teacher shall be required to use all reasonable efforts in following the curriculum guides, and all forms of instruction are subject to established supervisory and evaluative practices.
- D. The Board of Education agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs, designed to improve the quality of instruction in the Burlington City School District.

ARTICLE VIII

PROTECTION OF UNIT MEMBER/S, STUDENTS AND PROPERTY

- A. As specified in Title 18A, a unit member may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, obtain possession of weapons, or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property, and shall enjoy all of the protection of said Title 18A.

WORKERS' COMPENSATION

- B. Unit members who are absent from duty on account of accidental injury, which is covered by compensation insurance carried by the Board of Education, are required to return, to the Board, the compensation allowable for the accident. Employees should not benefit financially by such accidents.
- C. All employees shall immediately report any injuries, no matter how slight, suffered by them in connection with their employment, to their superior.

ARTICLE IX

TEACHER WORK YEAR

- A.
 - 1. All openings for positions in the Adult School and Summer School, shall be adequately publicized by the superintendent or director of the particular area.
 - 2. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Burlington City School District. The superintendent and Board shall have the final say.
- B. The teacher work year shall be 184 days between September 1 - June 30 - of a given contract year. Any work required beyond 184 days, within said period, shall be paid at the teacher's prevailing rate, with exception of new teachers, who shall be required one (1) additional day for new teacher orientation, making a work year of 185 days.

TEACHER WORK DAY

- (1) Elementary - Effective September 1, 1991, elementary teachers will work ten (10) additional minutes of instruction within the current work day.
- (2) High School - Effective September 1, 1991, high school teachers will work ten (10) more minutes of instructional time within the work day, but the total required in-school work day will be reduced by ten (10) minutes.

ARTICLE X

SECRETARIAL & CLERICAL WORK YEAR, HOLIDAYS AND CLOSING

- A. All secretaries will be permitted to leave at 1:00 p.m. on the day before Thanksgiving, Christmas, and Good Friday. In addition, they will have off both days of the NJEA Convention.
- B. Friday Dismissal: All secretaries will be permitted to leave at 3:30 p.m., with the approval of their respective supervisors.
- C. Summer Work Hours: Summer work hours will be 7:45 a.m. through 3:00 p.m. The summer work schedule will begin on the first Monday immediately following the formal closing of school for students, and cease one (1) day before the formal opening of school in September. Regular hours will be in effect during the school year 7:45 a.m. - 3:45 p.m.
- D. Emergency Closing of School: The Administrative Office (District Office) shall be closed on snow emergency days, when all other schools in the District are closed, except when the superintendent of schools determines otherwise.

Employees, required to work on these days, shall receive compensatory time off, for days and/or hours worked.

- E. Holidays: The following paid holidays shall be granted to each clerical employee covered by this Agreement:

New Year's Day		Labor Day
Presidents' Day		Thanksgiving Day and
Good Friday		Day following (Friday)
Easter Monday		Christmas Day
Memorial Day	* *	Columbus Day
Fourth of July	* *	Veterans' Day

** If included on the approved school year calendar.

- F. All offices will be closed during the winter and spring recess to coincide with the vacation periods of the teaching staff. Exception: Any secretarial or clerical employees, who have deadlines to meet with registers, state and federal reports, payroll, etc., are required to complete this work during the recess time. However, they will receive compensatory time off for days and hours worked. All compensatory time must be requested, in writing, by the employee, and approved, in writing, by the superintendent of schools.

- G Vacations: All twelve (12) month employees, covered by this Agreement, shall be entitled to paid vacations as follows:
1. During the first year of employment, each employee shall receive one (1) vacation day per month, for each month of service, up to a maximum of ten days per year. (Employment on, or before, the tenth of a month shall constitute one (1) month of service.
 2. After one (1) through eight (8) years of continuous service, each employee shall receive ten (10) vacation days.
 3. After eight (8) years of continuous service, each employee shall receive fifteen (15) vacation days.
 4. After fifteen (15) years of continuous service, each employee shall receive twenty (20) vacation days.
 5. All vacation schedules shall be subject to final approval by the superintendent of schools.

ARTICLE XI

TEACHER EVALUATION

A. GENERAL CRITERIA

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report by his evaluator. No such report shall be submitted, to the central office, placed in a teacher's file, or otherwise acted upon, without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

3. Derogatory Material

No material, derogatory to a teacher's conduct, service, character, or personality, shall be placed in his personnel file, unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer to such material, and such written answer shall be attached to the file copy.

4. Teacher Review of Personnel File

The teacher shall have the right to review his personnel file. Teacher will make appointments for personnel file review.

- B. A teacher shall be given a copy of his evaluation report prepared by his evaluator. The teacher shall acknowledge receipt of and confirm his knowledge of the written evaluation, by signature. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. No additional comments shall be added by the evaluator once the report has been signed by the person being evaluated.
- C. 18A:27-3.1 et seq P.L. 1975, CHAPTER132, approved June 30, 1975 - An Act concerning education and supplementing 'An Act concerning education and providing for continued employment of non-tenure teaching staff members and supplementing Title 18A of the New Jersey Statutes,' approved February 10, 1972 (P.L.1971, c. 436). be it enacted by the Senate and General Assembly of the State of New Jersey:
1. Every board of education in this State shall cause each non-tenure teaching staff member, employed by it, to be observed and evaluated in the performance of his duties at least three (3) times during each school year, but not less than once during each semester, provided that the number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one (1) academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for their correction and improve professional competence.
 2. Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) days thereafter, request, in writing, a statement of the reasons for such non-employment which shall be given to the teaching staff member, in writing, within thirty (30) days after the receipt of such request.
 3. The provisions of this act shall be carried out pursuant to rules established by the State Board of Education.
- D. Supervisory Assistance for Teachers

In the event a teacher seeks the assistance, advice or counseling, of his immediate superior, concerning his teaching performance or related classroom problem, such a request shall be granted, within a reasonable time, at a mutual time acceptable to the parties.

ARTICLE XII

ABSENCE ON ACCOUNT OF PERSONAL BUSINESS

A. Personal Business Days

1. In the event a unit member has business that can be transacted only during the work hours, three (3) days absence shall be granted with pay.
2. The nature of the personal business need not be stated.
3. Requests for personal days shall be granted upon five (5) calendar days notice to the superintendent of schools or his designee.
4. The notice requirement may be waived by the superintendent in the case of emergency.
5. In the event of a school emergency, the superintendent may reject the request and require attendance on the day requested.
6. Any unused personal business days shall be added to a unit member's accumulated personal illness days for use in subsequent years.

ARTICLE XIII

ABSENCE ON ACCOUNT OF ILLNESS

- A.
1. In case of absence from school on account of personal illness, a teacher shall be allowed full pay for ten (10) sick leave days during the school year, as of the first official day of said year. Annual sick leave days shall be accumulated.
 2. Accumulative
 - a. All full time secretarial and clerical unit members shall be entitled to one (1) sick day per month, i.e., twelve (12) days a calendar year for twelve month employees, and ten (10) days a calendar year for ten (10) month employees. Repeated lateness to work shall be grounds for disciplinary action, which may lead to dismissal.
 3. Unit members who commence employment after the beginning of the normal work year shall be granted pro-rata sick leave.
- B. The Board shall pay twenty-eight dollars (\$28.00) in 1990-91; thirty dollars (\$30.00) in 1991-92; and thirty-three dollars (\$33.00) in 1992-93, per day for each unused accumulated sick day, upon retirement from the Burlington City School System; retirement shall be defined as retirement under the provisions of the New Jersey Pension Plan. To be eligible for such retirement "bonus" pay, such unit member must have a minimum bank of fifty (50) days.
- C. Sick leave shall be defined as in Title 18A:30-1.

- D. Two (2) days shall be allowed each year for a family leave for illness in the immediate family, to include parents not living in the same household. This leave shall not be deducted from the accumulated personal leave record nor shall there be any deduction in pay. A written physician's certificate may be requested by the superintendent, after an absence of three (3) or more days. Any unused family illness days shall be added to a unit member's accumulated personal illness days for use in subsequent years.
- E. If the absence of any employee, on account of personal illness, exceeds ten (10) days in one (1) school year, plus the accumulated unused days of previous years, the Board will pay such employee each day's salary, less the pay of a substitute, for the length of time, determined by the Board, in each individual case. In the event of extended personal illness, beyond the accumulative sick leave provisions, the Board of Education reserves the right to grant a sick leave of absence and employ a replacement for the sick employee.
- F. When an employee is in the care of a physician, and absence of more than three (3) days is necessary, the superintendent of schools should be given a physician's certificate of the illness. In each case of absence, the employee shall furnish the office a signed statement, certifying to personal illness, before being allowed pay for days absent on account of personal illness. Statement, certifying to absence, shall be made on official forms prepared by the superintendent of schools, and obtained from the building principals. Record of all absences will be kept on file in the superintendent's office.

ARTICLE XIV

TEMPORARY AND EXTENDED LEAVES OF ABSENCE

- A. **Death in the Immediate Family:** In the case of death of members of the immediate family (immediate family, as here used, means husband or wife, children, parents, grandparents, and close in-law relatives, brothers, sisters, or the death of any relative who has lived in the home of the unit member for some time preceding the death), such unit member shall be excused, without loss of pay, for a period not to exceed seven (7) calendar days, if the need is approved by the superintendent of schools. In the case of death of first aunts, uncles, first cousins, nieces, and nephews, one (1) day shall be allowed for the funeral.
- B. **Court Subpoena:** A unit member who shall be required to attend a court of law by reason of having been served with a subpoena, shall be excused from school, without loss of pay, on account of attendance at court. Arrangements must be confirmed by the superintendent of schools.
- C. **Child-Rearing Leaves of Absence:** (The court has held that Title VII, of the Civil Rights Act of 1974, must be interpreted to provide that commencement and duration of leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as applied to other temporary disabilities.) Child-rearing leaves of absence shall be granted to full time unit members under contract. Such a leave shall be without salary. Application for child-rearing leave shall be made to the superintendent of schools, not later than thirty (30) days

prior to the effective date of leave requested. Child-rearing leaves may continue for one (1) year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board reserves the right to permit a unit member to return to duty, earlier, if the best interest of the schools is served thereby. All unit members, desiring to return to active duty from leaves of absence, on account of child-rearing leaves of absence, may be asked to pass a medical examination. The Board of Education and the superintendent of schools, assume no responsibility for the reassigning unit members to the same school building or assignment.

- D. Other Leaves of Absence: Leaves of absence, without salary, may be granted by the Board of Education to unit members, under tenure, for reasons of health, advanced study or travel, or other reasonable causes. Applications for extended leaves of absence should be made, in writing, direct to the superintendent of schools for the consideration of the Board of Education. This provision is not to be construed to mean extended vacation.
- E. Educational Conferences: The superintendent of schools may, at his discretion, allow unit members to attend educational conferences or to visit other educational institutions, if it is professionally desirable, without suffering any loss in pay.

ARTICLE XV

HOSPITALIZATION AND INSURANCE PROTECTION

- A. The Board shall, when requested in writing, provide health care insurance protection designated below: The Board shall pay the individual premium or 100% of the premium for full family and dependents' coverage, when eligible for said full family and dependents' coverage.
- B. The Board agrees for continuance of health care insurance, after retirement, on terms detailed in the Master Policies and Contracts agreed upon by the Board and the insurance company, upon the payment of the insurance premiums, by said unit member, payable directly to said insurance company, unless said procedure is changed by the Master Contract of Insurance.
- C. A description of the health care insurance coverage, provided under this Article, will be furnished to unit members by the Board.
- D. The Board shall continue to implement a Prescription Plan, for each unit member and dependent, eligible and participating in the Master Policy carried by the Board. It is agreed that the co-payments will be as follows: Effective February, 1991, the co-pay will be \$2.00; effective September, 1991, the co-pay will be \$3.00.
- E. The terms of this Article may only be changed by mutual consent of the parties, in writing.
- F. The Board will provide a Dental Program for all contracted unit members, and their families, who are eligible and participating in the Master Policy.

ARTICLE XVI

PUNCTUALITY

- A. Teachers shall indicate their presence for duty by placing the time in the appropriate column of the faculty 'sign-in' roster.
- B. All teachers shall be free to leave their buildings thirty-five (35) minutes after the students' dismissal, on Mondays through Thursdays. The current practice, covering Fridays, and holiday eves, shall continue as is.

Effective September 1, 1991, elementary teachers shall be free to leave their buildings at 3:20 p.m. (3:15 p.m. for intermediate school teachers) on Mondays through Thursdays. High School teachers shall be free to leave their building at 2:50 p.m. on Mondays through Thursdays. The current practice, covering Fridays, and holiday eves, shall continue as is.

ARTICLE XVII

NOTIFICATION OF VACANCIES

- A. No later than April 30th, of each school year, the superintendent shall deliver, to the president of the City of Burlington Education Association, a list of any known vacancies which shall occur during the following school year. Any known vacancies, after that date, as aforesaid, will be transmitted to the president of the Association when feasible.
- B. Filing Requests
 - 1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement, of such desire, with the superintendent. Such a statement shall include the grade and/or subject to which the teacher desires to be transferred, in order to preference.
 - 2. In the determination of requests for transfers or re-assignments, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements, and best interest of the school system, as determined by the superintendent.
- C. Notice of a transfer, or re-assignment, shall be given to teachers as soon as possible.

ARTICLE XVIII

TUITION REIMBURSEMENT

A. Teachers

The Board shall provide for a course reimbursement program, for teachers who attend an approved college or university, to the maximum amount of seven thousand five hundred dollars (\$7500.00). In order to qualify for reimbursement, the following requirements shall be met.

1. Courses will be of a graduate level, directly related to the teachers' area of instruction, speciality, or related field, and approved by the superintendent of schools.
2. Proof of successful completion of graduate courses shall be provided no later than September 1st, following completion of course.
 - a. by transcript
 - b. by affidavit where time does not permit
3. The Board shall pay tuition for six (6) hours of graduate level courses, taken during the fiscal year, up to the maximum of the prevailing state college rate per credit.
4. Teachers shall receive reimbursement in October and February for courses taken in an academic year.
5. Undergraduate courses shall be reimbursed with the prior written approval of the superintendent.

B. Secretarial and Clerical

In the event an application for a non-credit college course is made, the credit value for tuition, comparable to a credit course, will be determined by the superintendent of schools, and will be a pre-requisite to his approval or rejection of such application. Requests for tuition reimbursement will be subject to the following:

1. The Board shall provide a reimbursement of up to sixty-five dollars (\$65.00) per credit to all unit members who take a course, or courses, provided that said unit member has received prior approval, for said course work, from the superintendent of schools.
2. Proof of successful completion of course(s) shall be provided no later than September and January, of each school year, following completion of course(s).
3. Unit members shall receive reimbursement in October and February for course(s) taken in a calendar year.

ARTICLE XIX

SALARIES

- A. The salaries of all teachers, covered by this Agreement, are set forth in Schedule A(1), Schedule A(2) and Schedule A(3) which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education. Payment for extra duties and extra-curricular activities are set forth in Schedule B(1), Schedule B(2) and Schedule B(3), which are attached hereto, and made a part hereof, and have been adopted, by the Board, for school years 1990-91, 1991-92 and 1992-93 respectively.
- B. The salaries for all office personnel, covered by this Agreement are set forth in Schedule C(1), Schedule C(2) and Schedule C(3), which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.
- C. Unit members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid, to the employees, according to a schedule of payment(s) throughout the summer, as requested by the unit member.
- D. When a pay day falls on, or during, a school holiday, vacation, or week-end, unit members shall receive their pay checks on the last previous working day.
- E. Teachers shall receive their final checks on the last day of June.
- F. SUPPLEMENTAL PAY - Honorariums and supplemental earnings will be paid by separate checks, at the conclusion of the activity.
- G. Salary Adjustment - The Board will adjust salaries, with regard to place on salary schedule, regarding credits completed, upon receipt of a letter, or affidavit, by September 15th, or February 15th, with final proof to be furnished by September 30th or February 28th. Actual payment adjustment to be made in the following month, retroactive.
- H. Emergency Coverage of Classes - The Board agrees that the assigning of teachers, for substitute class coverage, in an emergency, shall be on a voluntary basis. In the event no volunteers are available, teachers will be assigned on a rotating schedule. The Board shall pay the sum of nine dollars and eighty cents (\$9.80) for 90-91, ten dollars and seventy cents (\$10.70) for 1991-92 and eleven dollars and seventy cents (\$11.70) for 92-93 per class period when a substitute is unavailable.
- I. HOMEBOUND INSTRUCTION - The Board Agrees to pay the sum of \$19.00 per hour during 90-91, \$20.80 per hour during 91-92 and \$22.70 per hour during 92-93 for Homebound Instruction.
- J. Traveling teachers shall be compensated at the rate of twenty-five cents (.25) per mile, while using their own automobiles on school business.

ARTICLE XX

PREPARATION TIME

- A. The Board agrees to provide elementary teachers a minimum thirty (30) minute period, for preparation time, with a minimum of one hundred fifty (150) minutes, per week, and no more than two (2) per day. Unless a situation develops requiring immediate emergency attention, preparation time shall be uninterrupted.
- B. All teachers in the middle and high schools shall have, in addition to their lunch period, one (1) uninterrupted preparation period each day that the students are present.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies, of the school system, shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of unit members, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- B. Except as this Agreement shall otherwise provide, all terms and conditions of employment, applicable on the effective date of this Agreement to unit members covered by this Agreement, as established by the policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract, from any unit member benefit existing prior to its effective date.
- C. Any individual contract between the Board and a unit member heretofore or hereafter executed, shall be subject to and consistent with, the terms and conditions of this Agreement. If an individual contract contains any language, inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Copies of this Agreement shall be made available at the expense of the Board, after agreement with the Association on format, within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all unit members, now employed, hereafter employed, or considered for employment by the Board.

- E. Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so by certified mail or personal service to the following addresses:

If by Association to the Board:

518 Locust Avenue
Burlington, NJ 08016

If by Board to the Association:

MR. TIMOTHY RYAN, PRESIDENT
Box 1152 - R.D. #1
Oxmead Road
Mt. Holly, NJ 08060

ARTICLE XXII

REPRESENTATION FEE

- A. Purpose of fee - If a unit member does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for the membership year. In the event employment terminates during the course of the school year, said employee will be charged only for the pro rata portion of active employment. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative.
- B. Amount of fee
1. Notification - Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments, charged by the Association, to its own members, for that membership year. The representation fee to be paid by non-members, will be equal to 85% of that amount.
 2. Legal Maximum - In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal, in amount, to the regular membership dues, initiation fees and assessments, charged by the Association to its own member. The representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year, immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification - Once during each membership year covered in whole or part by this Agreement, the Association will submit, to the Board, a list of those unit members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members in accordance with paragraph two (2) below, the full amount of the representation fee, and promptly will transmit the amount, so deducted to the Association.
2. Payroll Deduction Schedule - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit member, on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.
 - a. Ten(10) days after receipt of the aforesaid list by the Board, or,
 - b. Thirty (30) days after the unit member begins his/her employment in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the unit member's employment in a bargaining unit position, whichever is later.
3. Termination of Employment - If a unit member, who is required to pay a representation fee, terminates his/her employment with the Board, before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee, during the membership year in question.
4. Mechanics - Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the association.
5. Changes - The Association will notify the Board, in writing, of any changes in the list provided for in paragraph one (1) above, and/or the amount of the representation fee, prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.
6. New Unit Members - On, or about, the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit, to the Association, a list of all new unit members represented by the Association, who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such unit members.

- D. The enactment of the deduction of the representation fee is in accordance with Chapter 477, P.L. 1979, of the New Jersey State Law. The Board will be held 'safe and harmless,' by the Association, in any action taken to stop this representation fee from being deducted from a non-member's paycheck.

ARTICLE XXIII

SECRETARIAL & CLERICAL EMPLOYMENT PROCEDURES

- A. Any employee employed prior to January 1st of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following year.
- B. Resignation
1. An employee who is resigning from her position, shall be required to give two (2) weeks (14 days) notice, to the Administration Office.
 2. Earned vacation shall be paid according to the proportion of full months worked, to the total contract year, unless proper notice (14 days) has not been given.
 3. If the full two (2) week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice.
- C. Notification of Contract and Salary
1. Where possible, employees, covered by this Agreement, shall be notified of their contract, and salary status for the ensuing year, no later than May 15th.
- D. All secretarial and clerical assignments, covered by this contract, shall be determined by the superintendent of schools.
- E. Seniority
- Reduction in force shall be by the seniority for tenured secretaries and clerical personnel within existing job classifications. For purposes of RIF, classifications shall be:
- (a) 12 month secretaries
 - (b) 10 month secretaries
 - (c) clerk/typists

For purposes of classification, lead secretary high school and bookkeeper/machine operator shall be within 12 month or 10 month secretarial classifications.

ARTICLE XXIV

DURATION OF AGREEMENT

This Agreement shall be effective as of the FIRST day of JULY, 1990 and shall continue in effect until June 30, 1993 respectively, but shall not apply to non-tenured unit members whose terms of contract, as to duration, shall be governed by separate, individual contracts. Nor shall this action apply to a contract executed for employment after the school year, included, but not limited to Title I Summer School Program, Music Program, and Burlington City Performance Objectives.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president(s), attested by their respective secretaries this 12th day of November, 1990.

ATTEST:

W.F. Ryan Jr.
William F. Ryan, Jr., Sec.

Board of Education
City of Burlington

Harry K. Bowker
HARRY K. BOWKER, President

ATTEST:

Royce E. Brown
Royce E. Brown, Sec.

City of Burlington
Education Association

Timothy J. Ryan
TIMOTHY J. RYAN, President

SCHEDULE "A"

The Public Schools
City of Burlington
New Jersey

1990-91

TEACHERS' SALARY GUIDE

SIP	NO/EG	BACH	B+15	B+30	MA	M+15	M+30
1	21100	22960	23000	23100	23300	23400	23500
2	21390	23380	23500	23630	23760	23880	23990
3	22090	23760	23870	24000	24010	24230	24390
4	22820	24180	24520	24844	25530	26210	26890
5	24550	25850	26210	26560	27250	27980	28670
6	25180	26550	26910	27240	27920	28620	29310
7	26660	28090	28440	28780	29480	28220	30900
8	27720	28840	29190	29530	30240	30960	31660
9	28280	29700	30050	30410	31130	31820	32530
10	29020	30430	30760	31140	31850	32540	33250
11	30120	31500	31830	32180	32240	33550	34220
12	31990	33400	33750	34090	34800	35510	36210
13	32960	34370	34720	35080	35790	36500	37200
14	34110	35530	35790	36230	36950	37640	38360
15	35150	36520	36880	37220	37900	38600	39270
16	37050	38470	38810	39160	39870	40560	41280
17	38410	39790	40130	40500	41180	41870	42570
18	40070	41460	41800	42150	42850	43550	44240
19	41600	43030	43370	43510	44210	45340	45610
20				45020	45720	46400	47120

SERVICE INCREMENTS: Will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience as follows:

10 years / \$300
15 years / \$350 (total \$650)
20 years / \$375 (total \$1025)
25 years / \$375 (total \$1400)

CAREER ADJUSTMENTS shall be frozen during the term of this contract.

SCHEDULE 'A'

The Public Schools
City of Burlington
New Jersey

1991-92

TEACHERS' SALARY GUIDE

SIP	NO DEG	BACH	B+15	B+30	MA	M+15	M+30
1	23000	25000	25100	25200	25500	25600	25700
2	23330	25500	25630	25770	25910	26040	26160
3	23870	25670	25790	25930	25940	26180	26350
4	24660	26120	26490	26840	27580	28320	29050
5	25300	26640	27010	27370	28080	28830	29540
6	26700	28150	28540	28880	29610	30350	31080
7	27740	29220	29590	29940	30670	29360	32150
8	29950	31160	31540	31900	32670	33450	34200
9	30410	31940	32310	32700	33480	34220	34980
10	31350	32870	33230	33640	34410	35150	35920
11	32240	33720	34070	34440	34510	35910	36630
12	33280	34750	35110	35460	36200	36940	37670
13	35440	36960	37330	37720	38480	39250	40000
14	36510	38030	38310	38780	39550	40290	41060
15	37620	39090	39470	39840	40560	41310	42030
16	38730	40210	40570	40930	41670	42400	43150
17	40730	42190	42550	42940	43660	44390	45130
18	42080	43540	43900	44270	45000	45740	46460
19	44940	46480	46850	46570	47320	48520	48810
20				48500	49250	49980	50760

SERVICE INCREMENTS: Will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience as follows:

10 years/ \$300
 15 years/ \$350 (total \$650)
 20 years/ \$375 (total \$1025)
 25 years/ \$375 (total \$1400)

CAREER ADJUSTMENTS shall be frozen during the term of this contract.

SCHEDULE "A"

The Public Schools
City of Burlington
New Jersey

1992-93

TEACHERS' SALARY GUIDE

STP	NODEG	BACH	B+15	B+30	MA	M+15	M+30
1	24500	27000	27100	27200	27400	27500	27600
2	25160	27500	27650	27800	27950	28090	28220
3	25990	27950	28080	28230	28250	28500	28690
4	26850	28450	28850	29230	30040	30840	31640
5	27540	29000	29410	29800	30570	31390	32170
6	28540	30100	30500	30880	31650	32440	33220
7	29930	31530	31930	32310	33090	31680	34690
8	31710	33000	33400	33790	34600	35420	36230
9	32810	34460	34870	35290	36120	36920	37750
10	33830	35470	35860	36300	37130	37940	38760
11	34790	36380	36760	37170	37240	38750	39530
12	35250	36800	37190	37560	38340	39130	39900
13	36480	38040	38420	38820	39610	40400	41170
14	39030	40660	40960	41460	42290	43080	43900
15	40220	41790	42210	42590	43370	44170	44940
16	41020	42590	42970	43360	44150	44910	45710
17	43140	44690	45070	45490	46250	47030	47810
18	45000	46560	46940	47340	48120	48910	49680
19	48060	49700	50100	50300	50600	51890	52200
20				51860	52670	53450	54280

SERVICE INCREMENTS: Will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience as follows:

10 years/ \$300

15 years/ \$350 (total \$650)

20 years/ \$375 (total \$1025)

25 years/ \$375 (total \$1400)

CAREER ADJUSTMENTS shall be frozen during the term of this contract.

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

HONORARIUMS 1990-91

		UNIT	UNIT RATE 1 YR.Exp. \$69	UNIT RATE 2 YR. Exp. \$75	UNIT RATE 3 YR. Exp. \$82.
YEARBOOK	Editorial	35			
	Business	29			
YEARBOOK 7th & 8th GRADES		7			
ARROWHEAD		15			
NEWSPAPER 7th & 8th GRADES		7			
BAND		49			
BAND 7TH & 8TH GRADES		20			
CHESS		14			
CHORUS		12			
ASSISTANT BAND DIRECTOR		19			
ORCHESTRA DIRECTOR		8			
SCHOOL PLAY	Dramatics	21			
	Chorus	8			
Musical 7th & 8th Grade		15			
KEY CLUB		9			
STUDENT COUNCIL		18			
STUDENT COUNCIL 7th & 8th Gr.		3			
HONOR SOCIETY		8			
FIRE SQUAD		6			
FUTURE BUSINESS LEADERS OF AMERICA		7			
FUTURE TEACHERS OF AMERICA		7			
STUDENT EXCHANGE PROGRAM		12			
SPECTRUM		5			
FUTURE NURSES		7			
HIGH SCHOOL DANCE BAND		10			

HONORARIUMS 1990-91

	UNIT	UNIT RATE 1 YR. Exp. \$69	UNIT RATE 2 YR. Exp. \$75	UNIT RATE 3 YR. Exp. \$82
DIRECTOR OF PUBLICITY	43			
COORDINATOR OF VOCATIONAL FUNDING	7			
COORDINATOR OF DRIVER ED.	7			
AFFIRMATIVE ACTION OFFICER	17			
COOR. OF 504 PROGRAM	6			
CLASS ADVISORS	15			
8th Grade Advisor	7			
DEPARTMENT HEADS		\$1,600 EACH		
SEPIA (Afro-American Club)	12			
HIGH SCHOOL ELP - Olympics of the Mind		\$695.00		
DRIVER EDUCATION INSTRUCTORS		NO UNIT VALUE - \$15.20 per hour		
DETENTION SUPERVISORS		NO UNIT VALUE - \$14.70 per hour		
CHAPERONES		NO UNIT VALUE - \$26.70		
AUDIO VISUAL AIDS COORDINATOR	21			
Homebound Instruction		NO UNIT VALUE - \$19.00 per hour		
Emergency Class Coverage		NO UNIT VALUE - \$9.80		
Band Graduate Assistant		NO UNIT VALUE - \$412.00		
AREA COORDINATORS	14			
AUDIO VISUAL AIDS (Gr.7/8)	10			
MINI COURSES	6			

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

**WWIS
HONORARIUMS 1990-91**

	UNIT	UNIT RATE 1 YR.Exp. \$69	UNIT RATE 2 YR. Exp. \$75	UNIT RATE 3 YR. Exp. \$82
NEWSPAPER	7			
YEARBOOK	7			
CHORUS	15			
STUDENT COUNCIL	3			
INTRAMURALS	4			

ELEMENTARY SCHOOLS

SAFETY PATROL ADVISORS (2) 3

Ath Honor 90-91

SPORT		\$69 FIRST YEAR EXPERIENCE	\$75 SECOND YEAR EXPERIENCE	\$82 THIRD YEAR EXPERIENCE
FOOTBALL	Head Coach	3445	3670	4040
	Assistant	2330	2560	2960
BASKETBALL	Head Coach	3390	3500	4000
	Assistant	1940	2160	2580
Basketball 8th grade	21 units	1449	1575	1722
WRESTLING	Head Coach	3390	3500	4000
	Assistant	1940	2160	2580
TRACK	Head Coach	2530	2750	3150
	Assistant	1720	1930	2340
SOFTBALL	Head Coach	2530	2750	3150
	Assistant	1720	1930	2340
SOCCER	Head Coach	2530	2750	3150
	Assistant	1720	1930	2340
HOCKEY	Head Coach	2530	2750	3150
	Assistant	1720	1930	2340
BASEBALL	Head Coach	2530	2750	3150
	Assistant	1720	1930	2340
GOLF	Head Coach	1540	1780	2190
TENNIS	Head Coach	1540	1780	2190
CROSS COUNTRY	Head Coach	1540	1780	2190
CHEERLEADER ADVISOR		2170	2400	2810
Cheerleaders 7/8	14 units	966	1050	1148
COLOR GUARD	29 units	2001	2175	2378
TRAINER		2170	2400	2810
INTRAMURALS		1670	1670	1670
Intramurals 7/8	4 units	276	300	328
WEIGHTLIFTING		1160	1330	1420
SNACK SHACK	24 units	1656	1800	1968

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

HONORARIUMS 1991-92

		UNIT	UNIT RATE	UNIT RATE	UNIT RATE
		1 YR.Exp.	2 YR. Exp.	3 YR. Exp.	
		\$73	\$80	\$90	
YEARBOOK	Editorial	35			
	Business	29			
YEARBOOK 7th & 8th GRADES		7			
ARROWHEAD		15			
NEWSPAPER 7th & 8th GRADES		7			
BAND		49			
BAND 7th & 8th GRADES		20			
CHESS		14			
CHORUS		12			
ASSISTANT BAND DIRECTOR		19			
ORCHESTRA DIRECTOR		8			
SCHOOL PLAY	Dramatics	21			
	Chorus	8			
Musical 7th & 8th Grade		15			
KEY CLUB		9			
STUDENT COUNCIL		18			
STUDENT COUNCIL 7th & 8th Gr.		3			
HONOR SOCIETY		8			
FIRE SQUAD		6			
FUTURE BUSINESS LEADERS OF AMERICA		7			
FUTURE TEACHERS OF AMERICA		7			
STUDENT EXCHANGE PROGRAM		12			
SPECTRUM		5			
FUTURE NURSES		7			
HIGH SCHOOL DANCE BAND		10			

HONORARIUMS 1991-92

	UNIT	UNIT RATE 1 YR. Exp. \$73	UNIT RATE 2 YR. Exp. \$80	UNIT RATE 3 YR. Exp. \$90
DIRECTOR OF PUBLICITY	43			
COORDINATOR OF VOCATIONAL FUNDING	7			
COORDINATOR OF DRIVER ED.	7			
AFFIRMATIVE ACTION OFFICER	17			
COOR. OF 504 PROGRAM	6			
CLASS ADVISORS	15			
8th Grade Advisor	7			
DEPARTMENT HEADS		\$1,750 EACH		
SEPIA (Afro-American Club)	12			
HIGH SCHOOL ELP - Olympics of the Mind		\$695.00		
DRIVER EDUCATION INSTRUCTORS		NO UNIT VALUE - \$16.60 per hour		
DETENTION SUPERVISORS		NO UNIT VALUE - \$16.10 per hour		
CHAPERONES		NO UNIT VALUE - \$29.20		
AUDIO VISUAL AIDS COORDINATOR	21			
Homebound Instruction		NO UNIT VALUE - \$20.80 per hour		
Emergency Class Coverage		NO UNIT VALUE - \$10.70		
Band Graduate Assistant		NO UNIT VALUE - \$451.00		
AREA COORDINATORS	14			
AUDIO VISUAL AIDS (Gr.7/8)	10			
MINI COURSES	6			

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

WWIS
HONORARIUMS 1991-92

	UNIT	UNIT RATE 1 YR.Exp. \$73	UNIT RATE 2 YR. Exp. \$80	UNIT RATE 3 YR. Exp. \$90
NEWSPAPER	7			
YEARBOOK	7			
CHORUS	15			
STUDENT COUNCIL	3			
INTRAMURALS	4			

ELEMENTARY SCHOOLS
SAFETY PATROL ADVISORS (2) 3

Ath Honor 91-92

SPORT		\$73	\$80	\$90
		FIRST YEAR EXPERIENCE	SECOND YEAR EXPERIENCE	THIRD YEAR EXPERIENCE
FOOTBALL	Head Coach	3755	4000	4400
	Assistant	2540	2790	3230
BASKETBALL	Head Coach	3690	3810	4360
	Assistant	2120	2350	2810
Basketball 8th grade	21 units	1533	1680	1890
WRESTLING	Head Coach	3690	3810	4360
	Assistant	2120	2350	2810
TRACK	Head Coach	2750	3000	3430
	Assistant	1870	2110	2550
SOFTBALL	Head Coach	2750	3000	3430
	Assistant	1870	2110	2550
SOCCER	Head Coach	2750	3000	3430
	Assistant	1870	2110	2550
HOCKEY	Head Coach	2750	3000	3430
	Assistant	1870	2110	2550
BASEBALL	Head Coach	2750	3000	3430
	Assistant	1870	2110	2550
GOLF	Head Coach	1680	1940	2380
TENNIS	Head Coach	1680	1940	2380
CROSS COUNTRY	Head Coach	1680	1940	2380
CHEERLEADER ADVISOR		2370	2610	3060
Cheerleaders 7/8	14 units	1022	1120	1260
COLOR GUARD	29 units	2117	2320	2610
TRAINER		2370	2610	3060
INTRAMURALS		1820	1820	1820
Intramurals 7/8	4 units	292	320	360
WEIGHTLIFTING		1260	1450	1550
SNACK SHACK	24 units	1752	1920	2160

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

HONORARIUMS 1992-93

		UNIT	UNIT RATE	UNIT RATE	UNIT RATE
		1 YR.Exp.	2 YR. Exp.	3 YR. Exp.	
		\$82	\$90	\$98	
YEARBOOK	Editorial	35			
	Business	29			
YEARBOOK 7th & 8th GRADES		7			
ARROWHEAD		15			
NEWSPAPER 7th & 8th GRADES		7			
BAND		49			
BAND 7th & 8th GRADES		20			
CHESS		14			
CHORUS		12			
ASSISTANT BAND DIRECTOR		19			
ORCHESTRA DIRECTOR		8			
SCHOOL PLAY	Dramatics	21			
	Chorus	8			
Musical 7th & 8th Grade		15			
KEY CLUB		9			
STUDENT COUNCIL		18			
STUDENT COUNCIL 7th & 8th Gr.		3			
HONOR SOCIETY		8			
FIRE SQUAD		6			
FUTURE BUSINESS LEADERS OF AMERICA		7			
FUTURE TEACHERS OF AMERICA		7			
STUDENT EXCHANGE PROGRAM		12			
SPECTRUM		5			
FUTURE NURSES		7			
HIGH SCHOOL DANCE BAND		10			

HONORARIUMS 1992-93

	UNIT	UNIT RATE 1 YR.Exp. \$82	UNIT RATE 2 YR. Exp. \$90	UNIT RATE 3 YR. Exp. \$98
DIRECTOR OF PUBLICITY	43			
COORDINATOR OF VOCATIONAL FUNDING	7			
COORDINATOR OF DRIVER ED.	7			
AFFIRMATIVE ACTION OFFICER	17			
COOR. OF 504 PROGRAM	6			
CLASS ADVISORS	15			
8th Grade Advisor	7			
DEPARTMENT HEADS		\$1,920 EACH		
SEPIA (Afro-American Club)	12			
HIGH SCHOOL ELP - Olympics of the Mind		\$695.00		
DRIVER EDUCATION INSTRUCTORS		NO UNIT VALUE - \$18.20 per hour		
DETENTION SUPERVISORS		NO UNIT VALUE - \$17.60 per hour		
CHAPERONES		NO UNIT VALUE - \$31.90		
AUDIO VISUAL AIDS COORDINATOR	21			
Homebound Instruction		NO UNIT VALUE - \$22.70 per hour		
Emergency Class Coverage		NO UNIT VALUE - \$11.70		
Band Graduate Assistant		NO UNIT VALUE - \$493.00		
AREA COORDINATORS	14			
AUDIO VISUAL AIDS (Gr.7/8)	10			
MINI COURSES	63			

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

WWIS
HONORARIUMS 1992-93

	UNIT	UNIT RATE 1 YR.Exp. \$82	UNIT RATE 2 YR. Exp. \$90	UNIT RATE 3 YR. Exp. \$98
NEWSPAPER	7			
YEARBOOK	7			
CHORUS	15			
STUDENT COUNCIL	3			
INTRAMURALS	4			

ELEMENTARY SCHOOLS
SAFETY PATROL ADVISORS (2)

3

Ath Honor 92-93

SPORT		\$82 FIRST YEAR EXPERIENCE	\$90 SECOND YEAR EXPERIENCE	\$98 THIRD YEAR EXPERIENCE
FOOTBALL	Head Coach	4100	4370	4810
	Assistant	2780	3050	3520
BASKETBALL	Head Coach	4030	4170	4760
	Assistant	2310	2570	3070
Basketball 8th grade	21 units	1722	1890	2058
WRESTLING	Head Coach	4030	4170	4760
	Assistant	2310	2570	3070
TRACK	Head Coach	3010	3270	3750
	Assistant	2045	2300	2790
SOFTBALL	Head Coach	3010	3270	3750
	Assistant	2045	2300	2790
SOCCER	Head Coach	3010	3270	3750
	Assistant	2045	2300	2790
HOCKEY	Head Coach	3010	3270	3750
	Assistant	2045	2300	2790
BASEBALL	Head Coach	3010	3270	3750
	Assistant	2045	2300	2790
GOLF	Head Coach	1840	2120	2600
TENNIS	Head Coach	1840	2120	2600
CROSS COUNTRY	Head Coach	1840	2120	2600
CHEERLEADER ADVISOR		2590	2860	3340
Cheerleaders 7/8	14 units	1148	1260	1372
COLOR GUARD	29 units	2378	2610	2842
TRAINER		2590	2860	3340
INTRAMURALS		1990	1990	1990
Intramurals 7/8	4 units	328	360	392
WEIGHTLIFTING		1380	1580	1700
SNACK SHACK	24 units	1968	2160	2352

SCHEDULE "A"

The Public Schools
City of Burlington
New Jersey

1990-91

SECRETARIAL/CLERICAL SALARY GUIDE

STP	BOOKPR MACH OP	LEAD SEC'Y H.S.	SEC'Y 12 MONTH	SEC'Y 10 MONTH	CLERK TYPIST	0	0
1	15250	15150	14300	12020	14036		
2	17887	17785	16931	14165	16573		
3	20575	20485	19627	16375	19181		
4	23122	23022	22324	18415	20500		
5	25994	25886	24850	22287	24398		
6	28770	28660	27790	23080	27080		

SERVICE INCREMENTS:

A service increment of \$300 will be given to employees covered by this agreement at the beginning of the tenth year of service in the Burlington City Schools; 10 years/\$300
 at the beginning of the fifteenth year an additional \$350 will be added; 15 years/\$350
 at the beginning of the twentieth year an additional \$375 will be added; 20 years/\$375
 at the beginning of the twenty-fifth year, an additional \$375 will be added. 25 years/\$375
 \$1,400

HONORARIUMS:

Activities Account Treasurer - High School - \$1,904.00

Activities Account Treasurer - Middle School (\$734)*

*Not applicable under current district organization.

Bus Coordinator - High School - \$953

SCHEDULE 'A'

The Public Schools
City of Burlington
New Jersey

1991-92

SECRETARIAL/CLERICAL SALARY GUIDE

STP	BOOKPR	MACH OP	LEAD SEC'Y H.S.	SEC'Y 12 MONTH	SEC'Y 10 MONTH	CLERK TYPIST
1	16211		16104	15332	12777	14914
2	19014		18905	17998	15057	17617
3	21871		21776	20864	17407	20389
4	24579		24479	23730	19575	21791
5	27632		27517	26416	23691	25935
6	30617		30500	29575	24569	28821

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 at the beginning of the twentieth year, an additional \$375 will be added; 20 years/\$375
 at the beginning of the twenty-fifth year, an additional \$375 will be added. 25 years/\$375
 \$1,400

HONORARIUMS:

Activities Account Treasurer - High School - \$2,084

Activities Account Treasurer - Middle School (\$804)*

*Not applicable under current district organization

Bus Coordinator - High School - \$1043

SCHEDULE "A"

The Public Schools
City of Burlington
New Jersey

1992-93

SECRETARIAL/CLERICAL SALARY GUIDE

SIP	BOOKPR MACH OP	LEAD SEC'Y H.S.	SEC'Y 12 MONTH	SEC'Y 10 MONTH	CLERK TYPIST
1	17514	17514	17344	14453	16062
2	20478	20361	19384	16153	19068
3	23555	23453	22471	18725	22074
4	26472	26372	25557	21297	25080
5	29760	29636	28450	23708	28086
6	32987	32863	31880	26564	31571

SERVICE INCREMENTS:

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 at the beginning of the twentieth year, an additional \$375 will be added; 20 years/\$375
 at the beginning of the twenty-fifth year, an additional \$375 will be added. 25 years/\$375
 \$1,400

HONORARIUMS:

Activities Account Treasurer - High School - \$2,277.00
 Activities Account Treasurer - Middle School - (\$878)*
 *Not applicable under current district organization.
 Bus Coordinator - High School - \$1,140